



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-10-05**

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Warehouseman** in the Management Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All interested candidates.

**POSITION:** Warehouseman; FSN-1015-03  
HYA 526313 (Personal Services Agreement)

**OPENING DATE:** May 14, 2010.

**CLOSING DATE:** May 28, 2010.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-BB  
Ordinarily Resident: Grade: FSN-03

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Unloads incoming supplies, office and household furniture and equipment, all types of handcarts and other mechanical assistance. Opens packing boxes. Moves supplies to storage areas, delivers residential furniture and equipment to the residences and office buildings.
- Drives warehouse truck as a primary driver, must possess a suitable Indian driver's license.
- Fulfills requisitions for supplies in accordance with instructions, selecting items from Storage areas and bringing them to the Warehouse supervisor for check out. May assist in checking out of supplies.
- Keeps warehouse clean and orderly; checks storage areas to ensure that supplies are in correct locations. Assist in conducting supply inventory
- Supervises and oversees work of contractors and laborers that are hired to move furniture and items consulate offices and residences
- Performs other job-related duties as assigned

## **QUALIFICATIONS REQUIRED**

- Completion of secondary school is required
- One year of commercial driving experience is required. Must possess an appropriate Indian Driver's License
- Must have Level II (Limited knowledge) in English, Level III ( Good Working Knowledge ) Hindi or Telugu (spoken).
- Must know location of all Consulate residences as well as safety regulations.
- Must be capable of occasionally lifting 40 kilos.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.
2. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

## **SUBMIT APPLICATION TO**

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301

or

E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert “**HYD-10-05** “(Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **May 28, 2010**.

Cleared by: MGT - CForeman  
Drafted by: HR – KSharma

**AN EQUAL OPPORTUNITY EMPLOYER**